CSWG Process Review

Title: **Garrison Personal Property Management**

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Facilities And Services Division (LF)

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Garrison Personal Property Management

Process Overview/Mission Summary. Perform activities associated with the management of Garrison Personal Property, Plant and Equipment (PP&E) in support the Supporting Establishment's mission, to include; physical and financial accountability; planning programming and budgeting; and implementation of policies and procedures as appropriate.

- **Key elements of mission:**
  - Maintain Property Accountability
  - Meet Investment Property Financial Reporting Requirements
  - Manage Physical Inventories
  - Provide Planning, Programming and Budgeting System (PPBS) Services

Garrison Personal Property Management

Process Overview/Mission Summary (*Continuation*).

- **Principal customer outputs (products/services):**
  - Availability of PP&E
  - Accurate Financial Reporting
  - Life Cycle Management
  - Compliance with Policies and Procedures
  - Timely Inventories
  - Timely Initial Buy for MILCON and Replacement Procurements
  - Quality of Life Multiplier
  - Efficient Administration of **Centrally Managed Programs** (CMP)
    - Collateral Equipment (CE) – O&MMC
    - Personnel Support Equipment (PSE) – O&MMC
    - Command Support Equipment (CSE) - PMC
    - Warehouse Modernization (WHSE MOD) – O&MMC/PMC
    - Food Preparation and Serving Equipment (FPSE) – O&MMC

Process Review Assessment Chart (**Garrison Personal Property Management**)

Process Breakdown Table	Core Assessment Table				Risk Assessment Table		
	Core	Core Critical Enabler	Non-Core Must be Gov't	Non-Core Avail. In Market	Direct Effect on Operational Forces	Criticality	Military Performance Rqmt
Maintain Property Accountability			X			L	
Investment PP&E FinReporting			X			L	
Manage Physical Inventory			X			L	
PP&E PPBS		X			L	L	L

Back-Up Charts

Core Assessment Table:

Justifying Non-Core Competencies (Must Be Gov't)

Subprocess	Justification
Maintain Property Accountability	Inherent to the Activity Commander's overall obligation to and responsibility for the high-level processes/activities associated with the management and accountability of all property acquired, leased, or otherwise obtained throughout an item's lifecycle. The responsibilities and functions delegated to the Accountable Officer's personal property management staff are not contractible. Functions of the accountable officer involve the exercise of substantive discretionary authority in determining Government requirements, controlling Government assets and certifying the acceptance of goods received from commercial vendors or contractors which authorized the payment of goods received.
Investment PP&E Financial Reporting	Concerns the recognition and reporting of assets for accounting purposes, this function is not contractible…associated with high-level processes. Some personal property is subject to capitalization if its cost exceeds the DoD capitalization threshold. Recognition requires the proper accounting treatment (expense or capitalization and depreciation), the reporting of capitalized amounts and accumulated depreciation in the Marine Corps property book (Defense Property Accountability System (DPAS))

Back-Up Chart 3-1

Core Assessment Table:

Justifying Non-Core Competencies (Must Be Gov't) (Continuation)

Subprocess	Justification
Manage Physical Inventory	Concerns high-level processes/activities associated with the conduct of properly executed physical inventories and location surveys, which serve to continuously improve and validate property system accuracy... this function is not contractible. Physical inventory plans are coupled with an awareness of item's general sensitivity, to include its acquisition or replacement cost, its security classification, and/or its criticality. Inventory procedures must substantially comply with and support the inventory systems procedures outlined in the Joint Financial Management Improvement Program. Additionally, the reconciliation process aligns the physical count with the recorded on-hand quantity...a disposition determined must be executed for missing, lost, stolen, damaged or destroyed property.

Back-Up Chart 3-2

Core Assessment Table:

Justifying Core Critical Enablers

Subprocess	Justification
PP&E PPBS Services	Concerns high-level processes/activities associated with program budget formulation and establishing or defending resource requirements. Specifically, this activity provides planning, programming and budget system (PPBS), services and analysis for the acquisition of personal property, plant and equipment (PP&E) and is not contractible. Personal property is any property excluding real property, consumable items, component parts of a higher assembly, or items that lose their individual identity through use.

Back-Up Chart 2